



LEESBURG LAUNCH PAD

Supplemental Checklist for Restaurants

☐ **Town Zoning Permit** — A [Zoning Permit](#) is issued by [Town Zoning Staff](#) (Town Hall, 2nd Floor) to certify that the selected site meets zoning requirements. You will need to obtain a Zoning Permit from the Town prior to obtaining your building and trade permits from [Loudoun County Department of Building & Development](#). If your business is in the one of our Architectural Control Districts and you plan to make exterior alterations, a [Certificate of Appropriateness](#) may also be required. Of the three scenarios listed below, one will meet your particular needs.:

- **New Tenant/Occupancy Only:** If you are simply moving into an existing space and no interior alterations are necessary, a Zoning Permit for “new tenant/occupancy only” is required from the Town before you can obtain an Occupancy Permit from Loudoun County Building & Development.
- **New Tenant Fit Up/Occupancy:** If interior renovation of the space is needed, such as, but not limited to: Installation of new walls, windows, doors, electrical wiring or plumbing fixtures) you will need to obtain additional permits from Loudoun County Building & Development.
- **New Building Tenant Fit Up:** If you are the first tenant in a new building, there may be other approvals that are necessary before you occupy the space. For example, the site work outside of the building may need to be completed. Contact our Zoning Staff regarding the status of your site.

NOTE: Loudoun County Building & Development will help you navigate Fire Suppression and [Health Department](#) elements. Loudoun County Health Department will want to see your menu during the approval process.

☐ **Leesburg Business Taxes & Fees** — Businesses operating within the corporate limits of the Town are required to have a [Business, Professional & Occupational License](#) (BPOL) issued by our [Department of Finance](#). The tax associated with this license is either a percentage of gross receipts or a flat rate. Businesses subject to the gross receipts tax with less than \$50,000 in gross receipts pay a flat rate of \$20.00. Additionally, the Town also charges a [Meals Tax](#) of 3.5% which is submitted on a quarterly basis, based on collection from customers. For more information on business license or other taxes, please visit our [Taxes, Fines & Fees page](#).

☐ **Town Water & Sewer Availability Fees** — [Water & Sewer Availability Fees](#) purchase capacity within the Town’s water and sewer system. They are *one-time* fees by which the Town recovers the cost of the infrastructure needed to provide water and sewer service. If you are the first tenant in a new building, or if your business will have a higher water usage than the previous tenant (such as a restaurant, salon/spa, or dental office), additional water and sewer availability fees may be required. The exception to this is a business in the Old and Historic District, for which you would pay additional fees only if your business requires a larger water meter. Please visit our [Utilities Page](#) or contact our Utilities Department at 703-771-2762 or more information.

☐ **Virginia ABC** — If your establishment will serve alcoholic beverages, a [Virginia ABC license](#) is required. This process may be one of the most time consuming, so you are encouraged to apply for your permit as soon as you have defined your menu and hours of operation.

☐ **Signs**— Sign permits are issued by [Town Zoning staff](#). Many shopping centers and office developments within the Town have sign plans in place. Prior to signing your lease, it is best to ensure that any location you consider will allow the types of signs you require. Please visit our [signs](#) page for more information or contact our Zoning Staff directly. If your business is within one of our architectural control districts, a [certificate of appropriateness](#) will also be required.

☐ **Occupancy** — While the Town issues required zoning permits, the [Loudoun County Department of Building and Development](#) issues occupancy permits. To occupy a tenant spaces you will need both. Before the occupancy permit is issued, you will need to schedule required zoning and utility cross connection inspections with the Town. The Department of Building & Development staff will let you know when to schedule those appointments; however, if you have any questions or concerns, please feel free to contact us anytime.

☐ **Grand Opening - Congratulations!!** You are ready to open your doors in Leesburg, your new business hometown. Your relationship with the Town does not end here. Our [Economic Development](#) staff are available to work with you to celebrate your opening and direct you to other resources to help you along the way.